



WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED

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To all members of the Council – You are summoned to attend a meeting of the Full Council in The Pavilion at 7.15pm on Tuesday 16 September 2025 for the purpose of transacting the business set out below.

Signed: S Turner, Parish Clerk.

Date: 9 September 2025

AGENDA

1. Record of attendance and apologies

2. Declarations of interest in items on the agenda

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

- a. the item they have the interest in
- b. whether it is a pecuniary, personal and/or prejudicial interest
- c. the nature of the interest
- d. if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

3. Confirmation of previous minutes

To confirm the minutes of the Full Council Meeting of 1 July 2025 and the Extraordinary Meeting of 29 July 2025 as being a true record of the business conducted.

To confirm the minutes of the General Purposes Committee of 17 June 2025 as being a true record of the business conducted.

4. Matters arising

5. Planning Committee

- a. To receive the draft minutes of the Planning Committee meeting of 15 July 2025 (previously circulated) and to note the date of the next meeting on 30 September 2025.
- b. Councillor questions.

6. Finance & Legal Committee

- a. To note that the Finance & Legal Committee meeting which was due to be held on 29 July was not quorate and could not be held. The date of the next meeting is yet to be confirmed.
- b. Councillor questions.

7. Questions from the Public (maximum 15 minutes)

8. Correspondence

9. **To receive a report from West Sussex County Council** Cllr Bence

10. **To receive reports from Arun District Council** Cllrs Penycate, Birch & McAuliffe

11. Police Liaison

12. Reports – to receive an update on any actions and or issues arising

Project Management

- a. Avisford Grange land transfers
- b. S106 – developer funded projects – cycle path
- c. Bus Shelters
- d. Noticeboards
- e. Signage at the village pond

Grounds Maintenance (review against current forwards maintenance plan)

- a. Grass cutting
- b. Tree Maintenance
- c. Orchards
- d. Pound
- e. Bins including dog bins

Allotments

- a. Yapton Lane
- b. Fontwell
- c. Avisford Grange

Recreational Activities

- a. Village Pond (including maintenance)
- b. Playing Field
- c. Avisford Grange Tennis Courts
- d. Fontwell MUGA
- e. Play area - Walberton
- f. Play areas - Fontwell

Community Buildings

- a. Village Hall
- b. Pavillion
- c. Fontwell Community Centre

Community Resilience

- a. Defibrillators
- b. Emergency room - Yapton Village Hall

Highways

- a. Traffic Calming
- b. Traffic Surveys
- c. HGV's
- d. Verges
- e. Signage / finger posts

Youth Council

Walberton & Binsted CofE School

Communications (website, social media, parish magazines etc)

13. Finances

- a. To note current financial position of the council
- b. Review expected Revenue – Precept, S106 and CIL.
- c. VAT - To note any VAT refunds due.
- d. AGAR
- e. Business plan – review against assets and future plans

14. Budget Review

- a. To review the budget position as at the end of the month
- b. Reconcile accounts
- c. Consider quotes and payments

15. Section 137 Grant awards

- a. To note that applications will be accepted during the month of October
- b. To review any changes necessary to the Grant Awarding Policy (previously circulated)

16. Legal matters

- a. Legal compliance – review any issues
- b. Insurance
- c. Policies – reviews and procedures (Finance Regulations previously circulated)
- d. Bye Laws – review

17. Staff matters

18. Any other business

Garden fencing at the Village Hall (if not discussed earlier in the meeting)

19. Date of next meeting

Date of the next meeting to be confirmed.